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# Example of Administrator, HR Job Description

Our company is growing rapidly and is hiring for an administrator, HR. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrator, HR

* Coordinate company awards program
* Organize and maintain employee electronic files
* Assist the team in all aspects of recruitment, including interview scheduling, candidate management and ensuring the system is up to date
* Remains knowledgeable and understands detailed functionality of recruiting and onboarding processes
* Runs regularly scheduled and basic ad-hoc reports for audits and compliance
* Administers and tracks unemployment claims, hearings and decisions using third-party vendor tracking and reporting system
* Supports requests for employment verification by explaining process and directing requests to The Work Number
* Be the main point of contact for on-boarding all new starters, which includes
* Uploading new starter information on the HR database
* Delivering the new starter induction

## Qualifications for administrator, HR

* CIPD Certification is desirable
* Ability to develop and format presentations in PowerPoint
* Prior experience working in an HR Department
* Bachelor's degree from an accredited university in Human Resources, Business Administration or a related field
* Familiarity with Workday and OTA systems strongly preferred
* Full medical, dental, life and disability insurance plans that can be tailored to your specific needs and the needs of your family